

West Virginia Secretary of State's Business and Licensing Division

Position: Business and Licensing Specialist

Closing Date: September 16, 2016

Reports To: Business and Licensing Director

Salary: Annual, based on experience

Agency: Office of the West Virginia Secretary of State

Schedule: Monday-Friday 8:30 a.m.-5 p.m.

Employment Status: Full-time

Location: Capitol Complex, Building 1, Suite 157-K, Charleston, Kanawha County, West Virginia

Description:

The purpose of this position is to support the Business and Licensing Division in day-to-day operations, which include, but are not limited to the filing and processing of applications (whether via mail or through online programs) relating to businesses, charitable organizations, notary commissions, persons who perform marriages, athlete agents, private investigators, and security guards. Other functions would include performing daily duties associated with the sections of Uniform Commercial Code, Service of Process, and Apostilles.

EXAMPLES OF DUTIES:

The functions described below are some of the additional duties apart from those listed in above purpose that the employee will be trained in, and required for this position, however not limited to, assisting with:

- Phone calls
- Email inquiries
- Walk-in customers
- Online filing systems
- Various projects throughout the division and the Secretary of State's office
- Scanning and indexing of all documents received within the division
- Data entry of Annual Reports
- Opening of all the mail received in the Secretary of State's Office
- Assisting in requesting documents from the Archive Services

Additional duties to be trained in:

- Knowledge of the WV Code relating to all Business and Licensing functions
- Being part of Outreach Events regarding functions of the B&L Division

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

- Must have problem solving skills
- Must have excellent verbal and written skills
- Must be computer literate

QUALIFICATION STANDARDS

- College Degree preferred but High School Diploma and equivalent experience may be acceptable
- Previous communication related experience that highlights customer service

If you are interested in this opportunity, please forward your resume to Sheryl Webb at swebb@wvsos.com.

The West Virginia Secretary of State's Office is an equal opportunity employer.

We would like to thank all applicants, however only those who qualify for an interview will be contacted.